

***LEADERSHIP OPPORTUNITIES IN DISTRICT 5 TOASTMASTERS**

References: <https://www.toastmasters.org/~media/24562A9E8E1449E7A6900A6676476884.ashx>

Sign-Up: <http://tinyurl.com/d52016-2017>

DISTRICT DIRECTOR As the district's chief executive officer, direct the district in a way which fosters strong clubs; produces maximum growth in education completions, clubs and membership; and be consistent with the interests of members of Toastmasters International. Motivate the district to achieve **DISTINGUISHED** recognition. Achieve the mission of the district in a manner that motivates volunteer leaders and promotes a standard of excellence in all district activities.

This position requires a one year commitment (July 1 thru June 30) and fulfills the requirement for Advanced Leader Silver (ALS). This is an elected position.

Leadership Opportunities under the direction of the District Director:

Area Director: Provide district contact, support, and assistance to the club so that it may achieve the club mission and fulfill its responsibilities to members. Help clubs by keeping in regular contact with club presidents in the area and by visiting each club at least twice during the year. Achieve Distinguished Area Program goals and ensure that each area club is **DISTINGUISHED**. Recruit club members from your area to help put on the area contests. Identify a viable new club lead(s), club sponsors, mentors and club coaches from your area for the District Club Extension Chair.

Area Directors are appointed positions in District 5. District Director 2016-17 will be elected on 4/29/2016. The elected District Director will start the interview process and make appointment. The Area Directors are REQUIRED to attend Area Director Training.

This position requires a one year commitment (July 1 thru June 30) and fulfills the requirement for Advanced Leader Silver (ALS).

- 1. Administration Manager:** Help the district function effectively and achieve its mission by recording and maintaining accurate minutes of district council, executive committee, and other meetings. Serve as upholder of the District Administrative Bylaws and policies.

This position requires a one year commitment (July 1 thru June 30) and fulfills the requirement for Advanced Leader Silver (ALS).

- 2 – Finance Manager:** Establish and maintain effective fiscal management of the district. Promote the growth of Toastmasters by providing sound fiscal guidance to the district. Produce monthly reports reflecting the district's financial status, and ensure that expenditures remain within the budget approved by the district council. Ensure that the district maintains the financial controls established by Toastmasters International.

This position requires a one year commitment (July 1 thru June 30) and fulfills the requirement for Advanced Leader Silver (ALS).

- 3 – Audit Committee:** The committee is made up of a minimum of 3 committee members with one member serving as the Audit Committee Chair. The audit committee has a responsibility to ensure that the Mid-year and Year-end Profit and Loss Statements accurately reflect district income and expenses. Both district audits are included in the World Headquarters tax

information filed with the U.S. Internal Revenue Service every year.

This position requires a one year commitment (July 1 thru June 30)

4 – Logistics Manager: The Logistics Manager shall assist in maintaining order at all district meetings; shall be responsible for the personal property of the District, other than the district banner; and shall perform such other duties as may be prescribed by the District Director, Program Quality Director and Club Growth Director, or District Council.

This position requires a one year commitment (July 1 thru June 30)

5 - Parliamentarian: The parliamentarian assists the district director with planning and conducting district meetings. Responsibilities of the parliamentarian include interpreting Toastmasters bylaws and policies, reviewing district operating procedures as requested by the district director, and ensuring all meetings follow proper protocol. The parliamentarian is an invaluable resource for the district director, offering help, guidance, and support during meetings and answering any questions the district director has related to rules and procedures. Members who assume this role should have a good understanding of Robert's Rules of Order Newly Revised.

This position requires a one year commitment (July 1 thru June 30)

6 – Food Chair: Responsible for providing food for various district event.

This position requires a one year commitment (July 1 thru June 30)

7 – Awards Chair: Responsible for providing awards and certificates as needed for district events and recognition.

This position requires a one year commitment (July 1 thru June 30)

8 – Sunshine (Benevolence) Chair: Responsible for sending out condolences on behalf of the district.

This position requires a one year commitment (July 1 thru June 30)

9 – PDG Council: This committee is made up of past district leaders who help advise the district director as needed on district matters. Members are selected by the committee chair with approval of the district director.

This position requires a one year commitment (July 1 thru June 30)

10 – District Leadership Committee (formally known as Nominating Committee): The District Leadership Committee shall select candidates for the elective district offices. The District Director shall appoint the Chairperson of the committee.

This position requires a one year commitment (July 1 thru June 30)

PROGRAM QUALITY DIRECTOR Under the guidance of the district director, strive to have every club and each member reap the benefits of Toastmasters and to have every club become Distinguished. Provides direction and counsel to division directors, area directors, and club officers on the educational opportunities in Toastmasters. Design and conduct successful district training programs, conferences, and other district educational events.

This position requires a one year commitment (July 1 thru June 30) and fulfills the requirement for Advanced Leader Silver (ALS). This is an elected position.

Leadership Opportunities under the direction of the Program Quality Director:

1 - Club Officer Training Chair: finds locations to hold club officer training, recruits club officer trainers, provides training materials for club officer trainers, works with printer to ensure all training materials/handouts are available at club officer training, maintains records of all club officer trained for submission to Toastmasters International. Provides records to division/area directors for review.

This position requires a one year commitment (July 1 thru June 30)

2 - Train-the-Trainer: responsible for training members who wish to be a club officer trainer. *This position requires holding two trainings.*

3 - Toastmasters Leadership Institute (TLI) Chair: Plans, prepares and produces the semi-annual District approved club officer training events. Oversees the work of the committee and sub-committees involved with finding sites, working with facilities and caterers, preparing registration and marketing materials; identifying and training session facilitators; scheduling on-site support staff, and coordinating efforts towards an affordable and enriching leadership training experience for club officers.

This position can be divided into a two chair position one for July and one for January. Being a TLI Chair fulfills one of the requirements for Advanced Leader Silver (ALS) and can be used as a High Performance Project (HPL) which fulfills another requirement for Advanced Leader Silver (ALS).

This position requires a two 3 month commitment (May thru July & Nov thru January)

4 - Fall Conference Chair: Plans, prepares and produces the semi-annual District conferences. Oversees the work of the committee and sub-committees (registration desk, Gift Basket Challenge, Flyer/Program design etc...) involved with finding a site, working with the selected hotel, and coordinating efforts towards an affordable and enriching conference experience for attendees.

This position requires a one year commitment (July 1 thru June 30)

5 - Spring Conference Chair: Plans, prepares and produces the semi-annual District conferences. Oversees the work of the committee and sub-committees (registration desk, Gift Basket Challenge, Flyer/Program design etc...) involved with finding a site, working with the selected hotel, and coordinating efforts towards an affordable and enriching conference experience for attendees.

This position requires a one year commitment (July 1 thru June 30)

6 - District Judging Chair: provides expertise, training, and oversight for club, area, division and district speech contests. Maintains a chief judge/judges list. Serves as Chief Judge for the district speech contests.

This position requires a one year commitment (July 1 thru June 30)

7 - District Contest Chair: provides expertise, training, and oversight for club, area, division and district speech contests. Serves as Contest Chair at the district speech contests.

This position requires a one year commitment (July 1 thru June 30)

If resources are available other committees may be formed to assist the Program Quality Director.

CLUB GROWTH DIRECTOR Under guidance of the district director, make the benefits of Toastmasters membership available to greater numbers of people. Plan, develop, implement, and direct district marketing objectives. Develop and direct programs for new club development, club rescue efforts, club membership promotion, and membership retention. Achieve Distinguished District goals for membership and club growth. Promote standards of service to the member and to the club. *This position requires a one year commitment (July 1 thru June 30) and fulfills the requirement for Advanced Leader Silver (ALS). This is an elected position.*

Leadership Opportunities under the direction of the Club Growth Director:

1 - Club Extension Chair: The club extension chair forms a committee to assist in developing and follow-up on new club leads, delivers information and meets with potential new club representatives, and arranges launch meetings. Works closely with the Sponsor/Mentor Chair. *This position requires a one year commitment (July 1 thru June 30)*

2 – Club Launch Team: Members are specifically trained for roles in a launch meeting such as Ice Breaker Speaker, speech evaluator, and table topics. The team works closely with the Club Extension Chair and Sponsor/Mentor Chair. *The commitment for this team varies.*

3 – New Club Sponsor/Mentor Chair: works closely with the Club Extension, division/area director with recruiting Club Sponsors and Mentors. New clubs may have up to two Sponsors who are responsible for the actual organization of the new club. Up to two Mentors may be appointed by the District Director. Mentors should be experienced Toastmasters who provide guidance during the first six months of the club's existence.

Sponsors and Mentors receive a certificate once the club is chartered. Being a Club Sponsor or Club Mentor fulfills one of the requirements for Advanced Leader Silver (ALS).

Club Sponsor - *This position requires a three month commitment.*

Club Mentor – *This position requires a six month commitment.*

4 - Club Coach Chair: Is responsible for finding members who would like to serve as a coach for a struggling club.

This position requires a one year commitment (July 1 thru June 30)

Club Coach: A club with 12 or fewer members may ask the District to appoint a coach to help them plan for membership growth and achievement of Distinguished Club goals. The coach attends as many meetings as possible and remains with the club until it attains Distinguished status. The coach cannot be a member of the club before appointment. Being a Club Coach and support the club to be distinguished within two terms fulfills one of the requirements for Advanced Leader Silver (ALS).

This position requires the coach to remain with the club until it attains Distinguished club status (this may require a one year commitment (July 1 thru June 30th).

5 – Realignment Committee: Districts must review, if necessary, its alignment of the clubs, area and divisions once each year. An alignment committee is formed to consider a plan that services the clubs in the most effective way possible and meets the requirements outlined in Policy and Protocol 7.0 District Structure, 1. Club Assignments. It is important for the committee to consider club growth as well as club loss when contemplating an alignment.

This committee requires a 2-3 month commitment

If resources are available other committees may be formed to assist the Club Growth Director such as Open House Chair, Member Retention Chair, Club Mentor Program Chair.

PUBLIC RELATIONS MANAGER: Work under the direction of the district director. Help maintain communication between the district and its members and work to increase public awareness of Toastmasters International through the media. Prepare a public relations program designed to achieve goals for membership growth, club growth, and educational achievements in clubs and achievement in the Distinguished Club Program. Promote district conferences and leadership training opportunities within the district.

This position requires a one year commitment (July 1 thru June 30) and fulfills the requirement for Advanced Leader Silver (ALS).

Leadership Opportunities under the direction of the Public Relations Manager:

1 - Social Media Committee: Team members will help support the district Facebook, Twitter, LinkedIn, Meetup and You Tube accounts.

2 – Webmaster: The webmaster assists the district director and club growth director with updates to the district website. Although the district director is the publisher of the district website and ultimately responsible for its content, the webmaster plays an important role in maintaining the website. This involves posting district announcements, removing outdated content, and troubleshooting functionality issues. Members who typically excel in this role are Internet savvy and creative.

This position requires a one year commitment (July 1 thru June 30)

3 - District Speakers Bureau Chair: Our mission is to connect our members with speaking engagements that add value to the community, promote Toastmasters, and advance the speaker's career. The Speakers Bureau supports the community by providing outstanding speakers for local businesses and organizations. At the same time, our members get the opportunity to showcase the presentation skills they've developed through their extensive Toastmasters training.

This position requires a one year commitment (July 1 thru June 30)

If resources are available other committees may be formed to assist the Public Relations Manager.

*Some projects completed during the term of office as a chair or committee member can count towards the High Performance Leadership (HPL). For more information contact May-chen Martin-Kuo at dd2016@d5tm.org or Joyce Persichilli at pqd2016@d5tm.org